

JOB ANNOUNCEMENT

IOSHA Supervisor – Construction Safety

AGENCY: Indiana Department of Labor

JOB POSTING ID: 609330

APPLY BEFORE: June 26, 2017

LOCATION: Indianapolis

HIRE SALARY: \$45,916

TO APPLY: Careers.IN.gov

JOB DESCRIPTION

Incumbent works as a Supervisor within the Indiana Department of Labor's IOSHA Division – Construction Safety section directing and managing the performance and activities of assigned IOSHA Construction Safety Inspectors. This position is an essential component of the agency, as IOSHA is responsible for ensuring the safety and health of Indiana workers. This position functions out of the central office but may travel on occasion to accompany assigned staff in field inspections and investigations.

RESPONSIBILITIES

- Supervise the work of all direct reports to ensure that activities are addressed timely, accurately and appropriately;
- Screen and respond to formal and non-formal complaints, referrals, emphasis-related contact, threats of imminent danger, and fatalities and catastrophes;
- Prioritize and assign investigations to the Construction Safety Inspectors as appropriate;
- Conduct monthly onsite evaluations as well as quarterly and annual reviews/evaluations of Construction Safety Officers;
- Evaluate field and report work of the IOSHA Construction Safety Inspectors for timeliness, appropriate technical findings, errors, content, clarity of communication, etc;
- Evaluate evidence of corrective action submitted by employers;
- Prepare safety orders, penalties, and abatement times for the Division Director prior to being issued to the respondent;
- Coordinate and/or conduct necessary training for Construction Safety Inspectors;
- Complete accurate and timely records and reports related to travel, work schedule and work activities.

- Refer non-Construction-related hazards or issues to other IDOL divisions as appropriate;
- Consult with agency counsel and testify at administrative hearings and other legal proceedings;
- Interact with federal, state and local safety, environmental, and health agencies in enforcement activities;
- Attend staff meetings and present as requested;
- Complete other duties, special projects and training as assigned.

PREFERRED EXPERIENCE

- Four (4) years full-time experience identifying safety and health hazards in a construction or industrial environment, or participation in the formulation of industrial or construction safety rules, plus two (2) years of administrative, managerial, or supervisory experience in any of the above areas. Accredited college training in a related field may substitute for all but the two (2) years of administrative, managerial, or supervisory experience.
- Must undergo an annual physical/medical evaluation to ensure physically able to carry out the essential functions of the position;
- Ability to carry sometimes heavy and awkward equipment, and to walk, climb, stand, crouch while carrying sampling and measuring devices and wearing protective clothing, including respirators;
- Ability to work in unpleasant and hazardous conditions, including noise and toxic chemicals, during inspections/investigations;
- Broad knowledge of training techniques relating to occupational health and safety subject matters;
- Ability to interpret and apply IOSHA regulations, consensus standards, and various practices and precedents falling within the jurisdiction of IOSHA;
- Ability to conduct inspections and further investigations and to prepare administrative reports for use as basis for recommendations for further action;
- Ability to maintain working cooperative relationships and ability to manage difficult situations with utmost professionalism; ability to maintain confidentiality;
- Excellent verbal communication skills; ability to speak in a professional and concise manner and to all levels of an organization;
- Strong skills in the use of computers;
- Valid Indiana Drivers license.